


Top 5 Powerpoint Don'ts	Top 5 Powerpoint Do's
<ol style="list-style-type: none"> 1. Do not go crazy with transitions, animations, sound effects, just because you can 2. <i>Do not use funky text that no one can read from the back of the room.</i> 3. Don't use confusing color or ALL CAPS UNLESS YOU ARE TRYING TO YELL AT YOUR AUDIENCE. 4. Don't write out every word that you plan to say on the slide, and then read the text directly off the slide. 5. Don't fill your slides with bullet points! Excessive text is excessive text, whether in paragraph or bullet point form. 	<ol style="list-style-type: none"> 1. Do use simple animations or transitions to make a point. Animation can help you make a point, but make sure you always have a purpose when you use it. 2. Use only sans serif fonts (Ariel, Helvetica) and use a font size that the nearsighted person in the back of the room can read. 3. Do use color as a tool to emphasize a point. 4. Use the slide text to highlight your key ideas, and elaborate on these points as you talk. Better yet, use <div data-bbox="820 577 933 682" data-label="Image"> </div> an  that represents the idea you are trying to express. Remember, powerpoint is supposed to be visual aide to help you make your point! 5. Limit each slide to no more than 6 bullet points, with no more than 6 words per bullet point.

An engaging 3 minute video on how to make an engaging and effective powerpoint presentation
<http://www.youtube.com/watch?v=IciChDu4mvo>

A charming 3 minute video about how to think through making a really good presentation
<http://www.youtube.com/watch?v=i68a6M5FFBc>

A brief and amusing pdf about how to improve your powerpoints and avoid some of the common mistakes: <http://www.sethgodin.com/freeprize/reallybad-1.pdf>

Good article on how to use powerpoint effectively http://howto.cnet.com/8301-11310_39-20104882-285/how-to-use-powerpoint-effectively/

A great 4 minute video on how to make an effective powerpoints, and what to avoid
<http://www.youtube.com/watch?v=3QwC1cl0Wa4>

Fundamentals of using powerpoint (keep in mind that these tutorials show you how to use the tool, not necessarily how to make an effective presentation)

Very basic intro <http://www.youtube.com/watch?v=ocApQp9Yhko>

How to make a custom animation <http://www.youtube.com/watch?v=8xj5ji4gfL0>

Many, many more tutorials on how to use Microsoft Powerpoint are available on Youtube